

Notice of Appearance and Request for Notice (for Attorneys)

Filing the Notice of Appearance and Request for Notice:

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
(See Figure 1.)

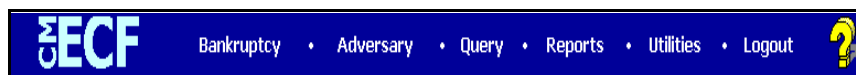


Figure 1

- STEP 2** The BANKRUPTCY EVENTS screen is displayed. (See Figure 2.)



Figure 2

- ◆
STEP 3 Click on the Notice hyperlink.
The CASE NUMBER screen is displayed. (See Figure 3.)

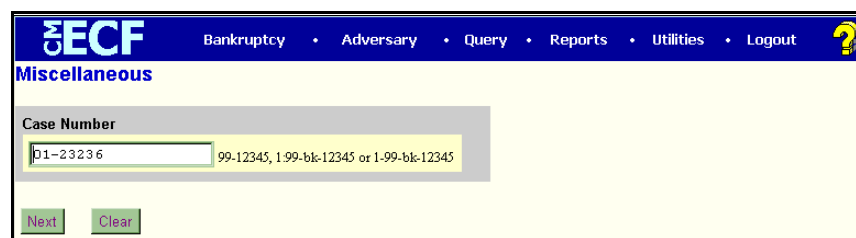


Figure 3

NOTE: If you have already accessed a case in this session, the number of the last case accessed will be displayed. Accept this number if it is the correct case for this application, or enter the correct case number (YY-NNNNN), to include the hyphen.

- ◆ Click on the **[Next]** button to continue.

STEP 4 The EVENT SELECTION screen is displayed (**See Figure 4.**)

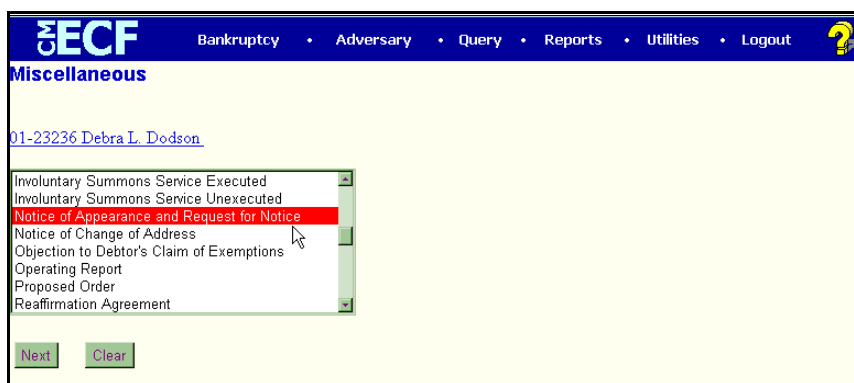


Figure 4

- ◆ Scroll to display the **Notice of Appearance and Request for Notice** event.

NOTE: Typing the letter “n” will display the first event starting with that letter.

- ◆ Click to highlight, then click on the **[Next]** button to continue.

STEP 5 The CASE VERIFICATION screen is displayed. If this is the correct case, click on the **[Next]** button to continue. (**See Figure 5.**)

STEP 6 The PARTY SELECTION screen is displayed. (**See Figure 6a.**)

Note: If the party you are representing is not listed, you will need to Add/Create New Party.

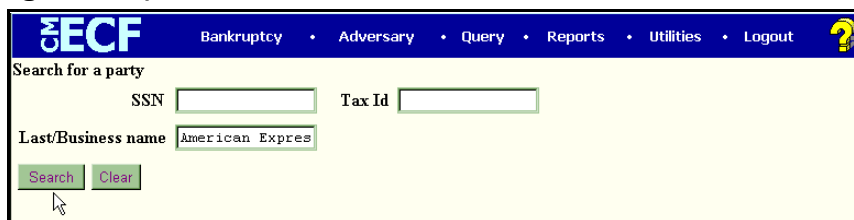


The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow section titled "Miscellaneous:" with a link to "01-23236 Debra L. Dodson". The main content area is white and contains a "Select the Party:" label. Below this is a list box containing three entries: "Dodson, Debra L. [pty:db]", "Mayfair, Julian [tr:tr]", and "Moore, Steve [ust:ust]". To the right of the list box is a blue hyperlink labeled "Add/Create New Party". At the bottom of the list box are "Next" and "Clear" buttons.

Figure 6a

Click on the **[Add/Create New Party]** hyperlink to add the creditor.

- ◆ Enter the creditor's name in the Last/Business name field of the PARTY SEARCH screen and click on the **[Search]** button to continue.
(See Figure 6b.)



The screenshot shows the ECF Party Search screen. It has a blue navigation bar at the top with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow section titled "Search for a party". This section contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "American Express". Below the input fields are "Search" and "Clear" buttons. A mouse cursor is pointing at the "Search" button.

Figure 6b

- ◆ If the creditor was found, click on the **[Select name from list]** button on the PARTY SEARCH RESULTS screen to continue.
(See Figure 6c.)

NOTE: Your name search may find more than one record having the same name as shown in **Figure 6c**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

Figure 6c

NOTE: If the search was unsuccessful, click on the **[Back]** button on the Navigation Tool bar and perform another name search, or click on the **[Create new party]** button to add the new party.

Remove all of the creditor's address information (if any) that was defaulted from the search.

CHANGE THE ROLE TYPE TO : Creditor,

Click *[Submit]* to continue. (See Figure 6d.)

Figure 6d

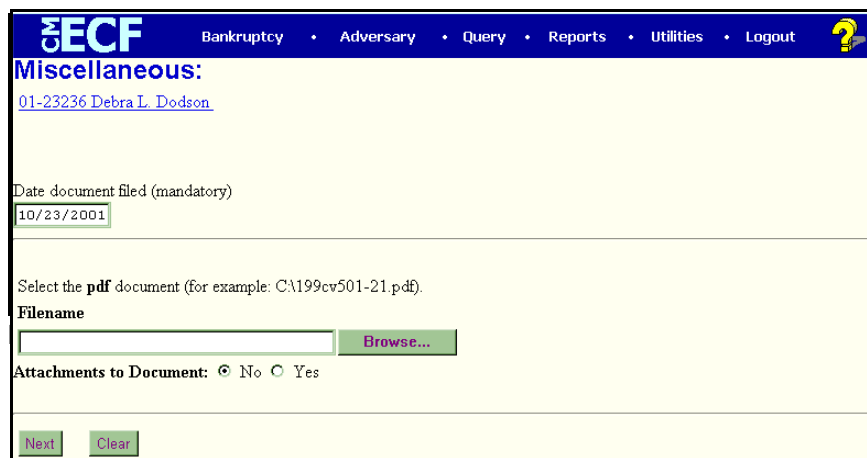
- ◆ Select American Express as the filer and click on the **[Next]** button to continue. **(See Figure 6e.)**



The screenshot shows the ECF Miscellaneous screen. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Miscellaneous:" followed by a link "01-23236 Debra L. Dodson". The main content area has a heading "Select the Party:" and a dropdown menu. The dropdown menu is open, showing a list of parties: "American Express, [cr:cr] (431:1)", "Dodson, Debra L. [pty:db]", "Mayfair, Julian [tr:tr]", and "Moore, Steve [ust:ust]". To the right of the dropdown menu is a link "Add/Create New Party". At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 6e

Create the Attorney/Party association by clicking in the check-box provided on the ATTORNEY/PARTY ASSOCIATION screen.



The screenshot shows the ECF Miscellaneous screen. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Miscellaneous:" followed by a link "01-23236 Debra L. Dodson". The main content area has a heading "Date document filed (mandatory)" and a text input field containing "10/23/2001". Below this, there is a heading "Select the pdf document (for example: CA199cv501-21.pdf)." and a "Filename" label. There is a text input field for the filename and a "Browse..." button. Below the filename field, there is a heading "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 7a

- STEP 7** The PDF DOCUMENT screen is displayed. **(See Figure 7a.)**
- ◆ If you do not enter a PDF document, a warning message box displays **(See Figure 7b.)**. This is information presented only as a reminder.

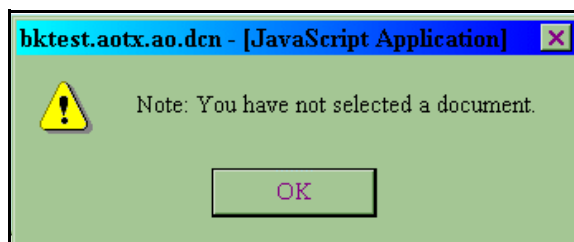


Figure 7b

- ◆ Click on the **[OK]** button to continue.

STEP 8 For the PDF document associated with this entry, follow these steps:

- ◆ Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- ◆ To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**.
(See Figure 8a.)

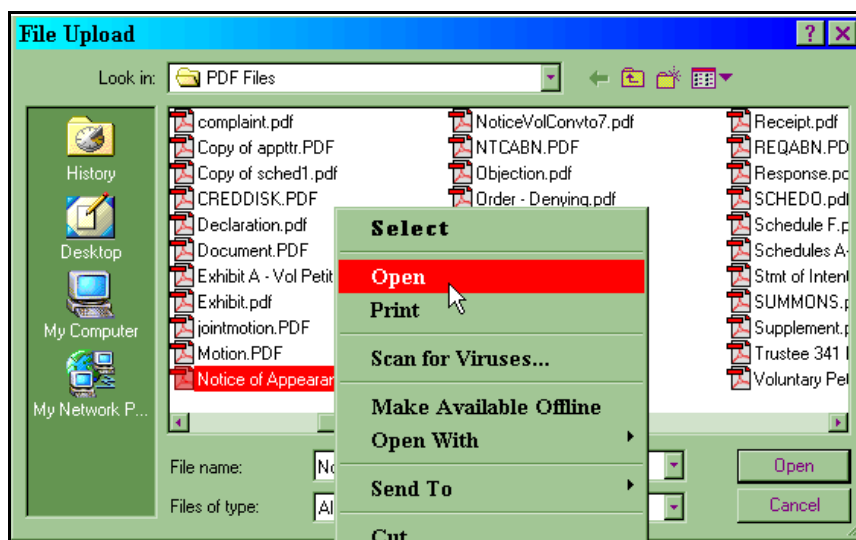


Figure 8a

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

- ◆ Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 8b.)

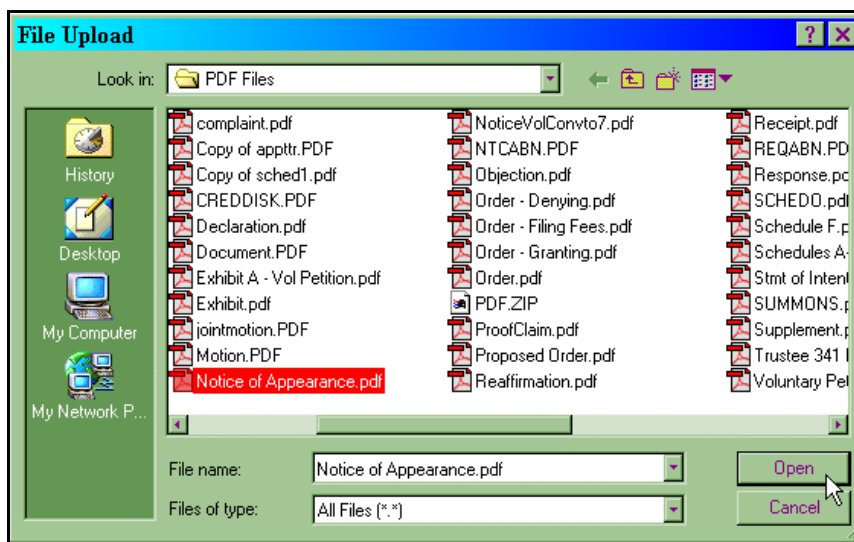


Figure 8b

- ◆ If you have a Certificate of Service for this document say YES to the **Attachments to Document** prompt. Browse and attach your Certificate of Service document.
- ◆ Click on the **[Next]** button to continue.

STEP 9 The FINAL TEXT EDITING screen will then be displayed. (See Figure 9.)

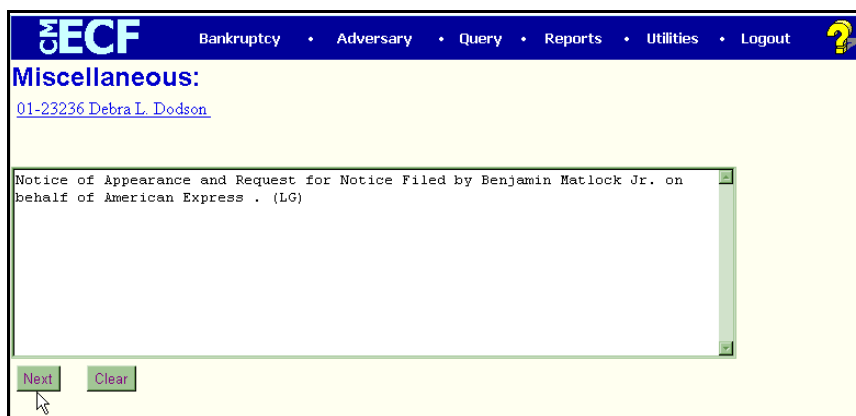


Figure 9

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

◆ If the text is correct, click on the **[Next]** button to continue.

CAUTION: This is your last chance to change anything before the final submission!

STEP 10 The NOTICE OF ELECTRONIC FILING screen will be displayed.

CMECF (See Figure 10a.)
Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Miscellaneous:
[01-23236 Debra L. Dodson](#)

Notice of Electronic Filing

The following transaction was received from Benjamin Matlock on 10/23/2001 at 9:46 AM CDT

Case Name: Debra L. Dodson
Case Number: [01-23236](#)
Document Number: [2](#)

Docket Text:
Notice of Appearance and Request for Notice Filed by Benjamin Matlock Jr. on behalf of American Express. (LG)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\CMECF\PDF Files\Notice of Appearance.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=988402215 [Date=10/23/2001] [FileNumber=1453-0] [aed3d2ff8e01d132f356509196f29083f3b59e3b6c0580b95fa2e2b130009991cc9a0db11dd086981e3857a8a302bccdd883a4d1c87a2114b3f6876f66c8c7a]]

01-23236 Notice will be electronically mailed to:
Bruce Williams williamsb@law.com

01-23236 Notice will not be electronically mailed to:
Benjamin Matlock
Matlock & Matlock Law Offices
3001 Forrester Circle
Pleasantville, LA 78333
Julian Mayfair
Mayfair & Mayfair
Reynolds Plaza
101 E. Kingfisher Boulevard
New Orleans, LA 70130

Figure 10a

◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.

- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**, or click the browser **[Print]** icon to print a copy of this electronic receipt.
- ◆ **NOTE:** This event automatically sets the ***Notice of Appearance flag*** as a portion of the Docket Sheet illustrates below: **(See Figure 10b.)**

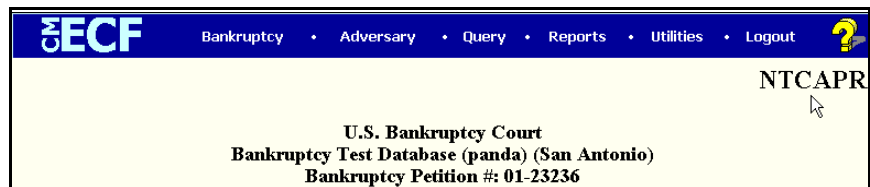


Figure 10b